

GEORGETOWN / SCOTT COUNTY BUILDING INSPECTION DEPARTMENT

REQUIREMENT CHECKLIST FOR ONE & TWO FAMILY RESIDENTIAL BUILDING PERMIT APPLICATIONS

THE FOLLOWING ITEMS MUST BE PRESENTED AT TIME OF
APPLICATION

- **PERMIT APPLICATION** COMPLETED IN FULL - INCLUDING CONTRACTOR LIST

- TWO (2) COMPLETE SETS OF **CONSTRUCTION PLANS TO SCALE** (MINIMUM 1/4" SCALE) INCLUDING:
 - 1. FLOOR PLAN
 - 2. TYPICAL WALL SECTION
 - 3. FOUNDATION PLAN
 - 4. ELEVATION DRAWINGS
 - 5. SITE SURVEY OR SITE PLAN BEARING THE SIGNATURE AND SEAL OF A KENTUCKY REGISTERED LAND SURVEYOR SHOWING LOCATION OF THE NEW STRUCTURE ON THE SITE WITH ACCURATE DISTANCES TO LOT LINES

- **SITE EVALUATION OR SEWAGE OCCUPANCY PERMIT** FROM HEALTH DEPARTMENT (IF NOT ON CITY SEWER)

- **INSURANCE CERTIFICATE OR SIGNED AFFIDAVIT**

- **SIGNED SOIL SEDIMENT/EROSION & REFUSE CONTROL REQUIREMENTS** CITY OF GEORGETOWN ORDINANCE 02-002

- **BUILDING PERMIT FEE**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BUILDING INSPECTION DEPARTMENT AT 502-863-9802 / FAX 502-863-9812.530 BOURBON STREET, GEORGETOWN, KY 40324